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The Chairperson  
Great Limber Parish Council,  
C/o Mrs J. Milson, (Clerk)  
Westfield House,  
Barton Street ,  
Keelby.

16<sup>th</sup> April 2025

**Internal Audit provision for Great Limber Parish Council**  
**for the year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

Dear Chair

Firstly I thank you for the opportunity of examining your books of account and financial transactions for the year ended 31<sup>st</sup> March 2025.

Given the relatively small number of transactions involved the Audit has been quite straightforward and has not presented any difficulties .

**Method of Audit**

- 1) As this is my first audit for Great Limber I have carried out a complete check of all receipts and payments as recorded in the register for the year, against the relevant entries on the bank statements and cross checked with the cheque book counterfoils.
- 2) Entries are correctly minuted for approval and VAT is properly recorded for reclaim.
- 3) In the Statement of Accounts, opening and closing balances accord with the bank statements and reconcile correctly with the totals of receipts and payments as recorded.
- 4) You Clerk/Financial Officer has completed all necessary documentation as required in connection with the AGAR Forms relative to External Audit.
- 5) I have completed the relevant Certificate of Internal Audit.

### **General Observations**

My comments in this section are not in any way intended as any form of criticism .

Part of the Audit process is to be satisfied that a Council applies due diligence to it's business proceedings by traceable reports on the issues of :

- a) A proper and rigorous consideration of budget preparation.
- b) Regular monitoring of expenditure against the budget.
- c) Regular bank reconciliation taking into account all anticipated income and known expenditure.

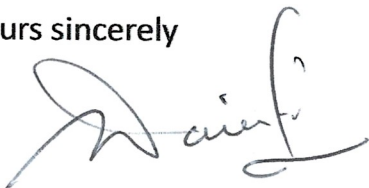
I note that your cash book is coming to the end of it's life and this is only a suggestion not a mandatory request but it may be that your council might wish to consider purchasing relevant software as opposed to a new cash book. The advantage of this would be to assist your Finance Officer in producing all relevant records and reports to be compatible with the requirements of the external AGAR returns.

### **Conclusion**

Notwithstanding my general observations but on the basis of checking information as presented to me I am satisfied that there are no issues upon which I find it necessary to draw your attention and consequently I am further satisfied that the accounts and documentation reflect a fair and accurate record of your financial position.

I trust my comments are helpful to you and if I can be of further assistance next year I will be happy to do so.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Stuart Davis', with a stylized flourish at the end.

Stuart Davis ( Internal Auditor )